

March 10, 2003

TLC Teachers:

We are happy to be able to bring the Career Fair to your TLC classes on March 12<sup>th</sup>. It will be held during your class times. In order for things to run smoothly and for your students to get the full benefit of this experience, please read these instructions.

Please spend some time the day before the Career Fair discussing the careers that will be presented and how things will work so they know what to expect. In order for them to be able to see four presentations, each student will have to plan ahead of time which presentations they will attend. We will have signs by each of the presenters with their name and what career they will be presenting.

Please instruct your students to meet in the Armory rather than their classrooms. (It would be a good idea to put a sign on your door to remind those that forget.) They will have time to attend four-10 minute presentations only if they are there on time and if they move quickly when we indicate that it is time for the next presentation. If they are late, they may miss the first rotation!

Attached you will find the Student Worksheet and Presenter Program. Please pass a copy of the folded Presenter Program (it contains the presenters' biographies) out to your students on Tuesday. They need to take it home and read over the biographies with their parents and pick four presentations and one alternate they would like to attend.

The Student Worksheet will need to be copied and ready to pass out to the students on the day of the presentations. This worksheet is for them to take notes on during the presentations and should be handed back to you at the end of their class time.

Please follow these instructions to help make this a fun learning experience. If you have any questions or concerns, call Lynette Wilkes at 402-4800 or 628-7108-cell or Patty Dickson at 402-4813 or 710-3174-cell.

Thank you,

Lynette Wilkes, STC Coordinator  
Patty Dickson, STC Assistant  
Layton High